



FEB 23 2010

MEMORANDUM FOR: All OCAO Employees

FROM:

Sandra R. Manning
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NOAA Deputy Chief Administrative Officer

SUBJECT:

Office of the Chief Administrative Officer (OCAO)
On-Boarding Process

The OCAO is committed to recruiting, hiring, training, retaining and integrating new employees into our organization. As we face increasingly complex challenges, our new employees must be productive and fully engaged into the OCAO as quickly as possible. We must do more than just attract new talent. We must build a foundation which will help develop employees to their fullest potential so that they become a vital part of the organization. Bill and I believe that investing in an effective on-boarding process will help new employees become engaged quickly and create an organizational culture where employees are successful in their jobs and committed to the organization.

A successful on-boarding process can lead to accelerated productivity, improved retention, higher employee satisfaction and greater employee commitment to the organization's mission and objectives. The on-boarding process for new employees begins the moment they accept the offer, not the moment they arrive on the first day. I believe the first 90 days on a job are the most critical for a new employee. If an organization provides information, resources and equipment, the new employee becomes engaged and is prepared to embrace new ways of working and adapting to new office norms, work and leadership styles.

On-boarding is only a beginning, but this critical step in the employment process sets the stage for success. Research shows that an investment in an on-boarding process results in stronger work relationships, dramatic reductions in turnover of new hires, and employees getting "up to speed" much faster. Studies have also shown that new employees who participate in an on-boarding process stay with an organization for at least three years longer than employees who are not offered an on-boarding process. The primary goal is to help the employee become successful by providing resources, information and training.



Last year, we developed a “New Employee” link on the OCAO website. The link has important and helpful information for new OCAO employees. As a part of our on-boarding process, we have also developed the attached OCAO On-Boarding Checklist. The checklist identifies suggested tasks that organizations can use for new employees during the first year. A copy of our process will be posted on the OCAO website. Bill and I would like each OCAO organization to use the tasks in the checklist and add other tasks as appropriate, when new employees are hired. The process will be monitored through random telephone calls to new OCAO employees and/or managers and supervisors.

During FY 2010, let’s work together to welcome new employees to the OCAO, so they feel more comfortable in their new work environment and in the organization. After all, if people are satisfied with their jobs, feel respected and accepted by the people that they work with, they are less likely to move from place to place. Therefore, the sooner we can make new employees feel comfortable, the sooner they can become an integral part of our organization and help us to successfully accomplish our mission.

Should you have questions or need additional information, please contact Terri L. Bell, OCAO EEO & Diversity Advisor on (301) 713-0850 ext. 195 or Terri.L.Bell@noaa.gov.



OnBoardingChecklist.
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